

**CENTRAL PURCHASE OFFICE,
ALIGARH MUSLIM UNIVERSITY,
ALIGARH.**

TENDER FORM

NAME OF THE FIRM

ADDRESS

TELEPHONE NO.

01. Cash Receipt No./D.D. No. Date Amount Rs. 500/- (Non-Refundable) (DD in favour the Finance Officer, A.M.U., Aligarh)
02. Cash Receipt No./D.D. No. Date Amount Rs. 5000/- (Refundable) (DD in favour the Finance Officer, A.M.U., Aligarh)

The undersigned invites open tenders in sealed covers from Mills/authorized dealers/agents for the following items. Preferences will be given to the approved agencies of Bharat Leather Emporium, Super Bazar, KVIC authorized outlets and Kendriya Bhandar, Co-operative Society, Govt. Body.

| S. No. | Name of the items | Width | Total Quantity Required | Maximum price limit including tax | Quoted Rate | Tax | Total |
|---------------|------------------------------|--------------|--------------------------------|--|--------------------|------------|--------------|
| 1. | Navy Blue Blazer | 137 cms. | 3000 mtrs. | Rs. 225/- per mtr. | | | |
| 2. | Khaki Blazer | 137 cms. | 500 mtrs. | Rs. 225/- per mtr. | | | |
| 3. | Navy Blue Serge | 137cms. | 100 mtrs. | Rs. 225/- per mtr. | | | |
| 4. | Khaki Serge | 137 cms. | 100 mtrs. | Rs. 225/- per mtr. | | | |
| 5. | Navy Blue Over coating | 137 cms. | 100 mtrs. | Rs. 225/- per mtr. | | | |
| 6. | Khaki Over coating | 137 cms. | 100 mtrs. | Rs. 225/- per mtr. | | | |
| 7. | Lining cloth Navy Blue/Khaki | 137 cms. | 3500 mtrs. | Rs. 35/- per mtr. | | | |

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|-----|---|-----------------|-------------|---------------------|--|--|--|
| | (for Winter Uniform) | | | | | | |
| 8. | Terricot for Pajama (Moazzins) | 120 cms. | 30 mtrs. | Rs. 40/- per mtr. | | | |
| 9. | Cotton Saree (White) 5 mtrs. Length | 120 cms. | 80 pieces | Rs. 225/- per piece | | | |
| 10. | Woolen Khaki Jersey (Gents) | Different sizes | 1000 pieces | Rs. 225/- per piece | | | |
| 11. | Woolen Navy Blue Jersey (Cardigan) Ladies | Different sizes | 50 pieces | Rs. 200/- per piece | | | |
| 12. | Shoes(Gents) Black | Different sizes | 800 pairs | Rs. 240/- per piece | | | |
| 13. | Shoes (Ladies) Black | Different sizes | 50 pairs | Rs. 210/- per piece | | | |

The tender complete in all respect will be received in the Central Purchase Office till 28th February, 2011 upto 4.00 p.m. and will be opened at 12.30 p.m. on 1st March, 2011 in the presence of the willing tenderers or their representatives.

The undersigned reserves the right to accept or reject the tenders in full or in part of this notice without assigning any reason. The undersigned also reserves the right to change/modify the quantity of the item(s) required.

**Deputy Finance Officer
Central Purchase Office**

INSTRUCTIONS TO TENDERERS

1. Quotations/tenders must be properly sealed in envelop/cover and addressed to the Deputy Finance Officer, Central Purchase Office, A.M.U., Aligarh. The envelop be superscribed “Quotation/Tender for the item(s)
.....
2. Quotations/Tenders must be accompanied with sample of quoted item strictly in accordance with the specifications mentioned in the tender and the sample must not be of less than 1 metre in case of cloth and one piece incase of sandal/shoe/Jersey.
3. Tender should be accompanied by earnest money Rs. 5000/- which is to be deposited in cash/Demand Draft pledged in favour of the Finance Officer, A.M.U., Aligarh payable at Aligarh. TENDER DOCUMENTS UNACCOMPANIED BY EARNEST MONEY SHALL BE OUTRIGFHTLY REJECTED.
4. The tenderers whose tenders are accepted, will be required to furnish by way of security deposit a further sum of 3% of the tendered cost. The above amount will be refunded within reasonable time after completion of supply and inspection of goods according to the sample sent by the firm and approved by the University.
5. Quotations/tenders must reaching the office of the undersigned on or before by 4.00 p.m.
6. Quotations/tenders shall be opened at 12.30 p.m. on In the Central Purchase Office in the presence of tenderers.
7. The University will have the right to reject all or any of the quotation(s) without assigning any reason thereof.

8. Quotations must be supported by Manufacturer's printed price-list, if so available.
9. Maximum discount/rebate/concession that you could offer to this Institution maybe mentioned intender.
10. Rates quoted F.O.R. destination at door delivery at Purchase Office, A.M.U., Aligarh must be clearly mentioned.
11. Tender should mention the rates in figure as well as in words.
12. The goods have to be supplied within 30 days of the issue of the order in one lot unless extension of time is granted by the University. In case, the supply is not completed within stipulated time, the University may impose 5% penalty for the delay in addition to forfeiture of earnest money and security deposit. The penalty will be deducted from the amount of bill.
13. In case goods are not according to specifications, the cost of returning them shall be borne by the supplier.
14. Ambiguous, incomplete or conditional offer shall not be considered.
15. Rates quoted must remain valid for atleast six months.
16. The payment will be made on bill basis on receipt of consignment in accordance with the approved sample.
17. All dispute will be settled in Aligarh Court only.
18. Tenders received with samples already returned in the past by this office will be treated a without samples and will be liable to rejection.
19. Only 3 samples/rates shall be considered for one item.
20. Tender and samples should be submitted in separate envelops.

TECHNICAL INFORMATION

1.
 - (a) Name of firm
 - (b) Year of Establishment

2. Addresses: Full Address of head Office
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.....
Branches (mention names of Cities only)
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3. (a) Telephone No.
 (b) Fax No.
 (c) E-mail

4. Sales/Trade Tax Registration No.

5. Is your firm an SSI Unit? (Yes/No)

 If yes please mention registration & date and attach an attested copy of the certificate to the effect.

6. Have you executed any order placed on by this and or other department of the Government of India/U.P. in the past two years?
If yes, particulars of such orders should be attached/enclosed. Particulars of important supply (if any) executed for Government department such as Railways, Defence, and Electricity etc. during the last two years should also be attached/enclosed.

7. Maximum amount upto which orders can be executed at a time.
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8. Two names and full postal addresses of Distributors/Stockist/Dealers.

(i)
- (ii)

9. Maximum discount for Institutional supply:
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10. Terms and conditions:

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11. Any other information which you want to furnish.
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12. Signature of authorized signatory
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13. Full Name, designation & address of authorized signatory:
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14. Office seal of the Firm.